

City Council Special and Regular Meetings, November 12, 2002

Twin Pines Senior and Community Center, 1223 Ralston Avenue

SPECIAL MEETING: 7:00 P.M.

CLOSED SESSION

A. Public Employee Performance Evaluation, pursuant to Government Code Section 54957:

City Attorney Savaree

Councilmembers Metropulos, Cook, Bauer, Warden, and City Attorney Savaree attended this Closed Session . C. Wright was absent. Recording Secretary Kern was excused from attending.

Adjournment at this time, being 7:30 P.M.

Meeting not tape recorded

George Metropulos

City Clerk Pro Tem

CLOSED SESSION

A. Public Employee Performance Evaluation, pursuant to Government Code Section 54957:

City Manager Kersnar

This Closed Session was not held, rescheduled for November 26th.

REGULAR MEETING - 7:30 P.M.

ROLL CALL

COUNCILMEMBERS PRESENT: Metropulos, Cook, Bauer, Warden

COUNCILMEMBERS ABSENT: Wright

Staff Present: Staff Present: City Manager Kersnar, Assistant City Manager Rich, City Attorney Savaree, Building Official Cyr, Public Works Director Davis, Assistant Finance Director Parks, Recording Secretary Kern.

ANNOUNCEMENT OF CLOSED SESSION ITEMS

Mayor Warden announced that direction and given, but no action taken at the following Closed Sessions: November 12th, and October 22nd. He announced that the Closed Session for the City Manager scheduled for this meeting, will be held on November 26, 2002.

SPECIAL PRESENTATIONS

Mayor's Proclamation honoring the memory of A. "Chon" Gutierrez

Mayor Warden read the proclamation and presented it to Mrs. Gutierrez.

Mrs. Gutierrez thanked the Council for honoring her husband.

Mayor Warden requested that the meeting be adjourned in Mr. Gutierrez' memory.

PUBLIC COMMENTS AND ANNOUNCEMENTS

Ms. Mills-Feraudo, San Mateo Times Reporter requested that Council adopt a Resolution in support of their labor relations dispute with ANG newspapers.

Ms. Clancy, President of Belmont/Redwood Shores Elementary School District thanked the Council for their support on the Measure A campaign and for helping to form such a solid coalition and increased community awareness for the Elementary School District. She said the School District would hold some public forums in February and March to discuss their Strategic Plan, and in April and May budget discussions would be held.

Mr. Shackleton, 2905 St. James Road thanked the Council for all the work on the Measure A campaign. He said they were going to try to raise funding privately through the School Force Foundation to close the budget gap for next year. He said they had identified 4,500 supporters who voted yes on Measure, A and they would be contacted to contribute \$126 to achieve this goal. Mr. Shackleton invited the Council to join the committee for a meeting to work on a strategy to move forward.

Mr. Langley, 2800 Highgate, expressed concerns about the overflowing catch basin on his street and the debris that continued to collect.

City Manager Kersnar stated that staff would report back on this situation.

COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

C.Cook read her resignation from the City Council into the record (on file in the Clerk's office). She said this resignation would take effect immediately after item 7-B on this agenda.

Mayor Warden announced that the City would hold a swearing-in ceremony for Clerk- elect Cook at a Special Meeting on 12/10.

Mayor Warden announced that the City was sponsoring a cell phone-recycling program in conjunction with America Recycles Day from 11/14-18 at Belmont City Hall. The money generated by this program would be donated to the Belmont Safe Schools Program.

Mayor Warden announced that the Chamber of Commerce was hosting a Coffee with the Cops on November 19. He said there would be a discussion on recent crime trends affecting businesses and a question and answer period.

Mayor Warden announced that sand bags were now available behind City Ha, and outside the gates at the Corporation Yard on Sem Lane.

Mayor Warden announced that the rotation of Mayor and Vice Mayor would take place on November 26th.

C. Bauer announced that the Interact Club would be filling sandbags on November 16th. He invited any group that would like to help to join them at the Corporation Yard.

AGENDA AMENDMENTS

Mayor Warden announced that Written Communication was pulled from the Consent Calendar for separate consideration.

CONSENT CALENDAR

Approval of meeting minutes: Special and Regular Meetings of October 8, 2002.

Approval of Warrant List Dated: October 17 in total amount of \$162,237.53, October 25 in total amount of \$87,345.74 and November 1 in total amount of \$260,054.84.

Motion to approve Claims Management Report.

Motion to waive reading of Ordinances. (None)

Resolution No. 9324 authorizing the City Manager to execute a Professional Services Agreement with Fehr & Peers Transportation Consultants, to perform a traffic study for the San Mateo County Mental Health Association Development at F Street and El Camino Real Avenue. (NTE \$6,960).

Resolution No. 9325 accepting a mini-grant from the Office of Traffic Safety the California Seat Belt Compliance (CSBCC) for an amount not to exceed \$5,134.38.

Resolution No. 9326 approving an Agreement for Safe Routes to School (SR2S) Funding with the California Department of Transportation (Caltrans) for the Safe Routes to School Masonic Way Project, City Contract No. 433A, in the Amount of \$315,000

Resolution No. 9327 amending Resolution No. 9322 accepting \$100,000 from the State of

California Citizens Option for Public Safety (COPS) Program.

Consent Calendar approved as amended. On motion by C.Cook, seconded by C.Bauer, and approved unanimously, by show of hands, with C. Wright absent.

WRITTEN COMMUNICATION TO BE CONSIDERED OFF CONSENT CALENDAR

Written Communication 1). Rec. 10/22/02 Comments of PG&E on draft decision of ALJ Wetzell on Business and Accounting System Verification Audit; 2). Rec. 10/22/02 Comments of PG&E on draft decision of ALJ Wetzell on Petition for Modification.

C. Bauer expressed his concerns about Pacific Gas& Electric rate increases and their intent to form new companies that would not come under the purview of the Public Utilities Commission.

Action: on motion by C. Bauer, seconded by C. Cook, and approved unanimously, by show of hands, with C. Wright absent to accept the Written Communication.

OLD BUSINESS

Restructure of Development Services to Performance Budgeting

Assistant City Manager Rich explained that this Department was made up of Community Development, Public Works, South County Fire and Finance and the creation of the Permit Center facilitated the interdepartmental effort.

Mission Statement: Ensure a healthy, safe and desirable physical environment consistent with adopted community values by centralized and coordinated regulation of development and related activities in a professional, timely and helpful manner.

Assistant City Manager Rich outlined the Measures and Weights proposed:

1. Public Hearings are conducted on completed applications for single-family dwellings within 60 days, X% of the time. Weight of 5.
2. X% of internal construction plan reviews are completed within 10 days for additions, retaining walls and small residential projects. Weight of 5.
3. X% of inspections are conducted within 24 hours of requests. Weight of 4.
4. A satisfaction rating of X% by City Council/Planning Commission with quality of current planning staff reports. Weight of 3.
5. X% of investigation requests are responded to within one working day. Weight of 3.
6. An overall customer satisfaction rating of X% is achieved. Weight of 2.
7. On a three-year rolling average basis, 100% of Development Services' chargeable costs are recoverable. Weight of 2.
8. The budget/cost ratio is at least 1. Weight of 1.

Following Council discussion they concurred that Measures 1,2,7,and 8 were appropriate and should be adopted.

Action: on motion by C. Cook, seconded by C. Bauer and approved unanimously, by show of hands, with C. Wright absent, to adopt Measures 1,2,7, and 8 and Weights as presented.

Council discussion ensued and they concurred that the weights suggested by the Planning Commission for Measures 3, 4, 5,6, should be discussed for possible amendment.

MEASURES AND WEIGHTS AMENDED BY COUNCIL

3. X% of inspections are conducted within 24 hours of requests. Weight changed from 4 to 3.

Action: on motion by C. Cook, seconded by C. Warden and approved unanimously, by show of hands, with C. Wright absent, to amend the weight to 3, on Measure 3.

4. A satisfaction rating of X% by City Council/Planning Commission with quality of current planning staff reports. Weight changed from 3 to 4.

Action: on motion by C. Cook, seconded by C. Bauer, and approved unanimously, by show of hands, with C. Wright absent, to amend the weight to 4, on Measure 4.

5. X% of investigation requests are responded to within one working day. Weight to remain 3.

Action: on motion by C. Bauer, seconded by C. Cook, and approved unanimously, by show of hands, with C. Wright absent, to keep the weight at 3, on Measure 5.

6. An overall customer satisfaction rating of X% is achieved. Weight changed from 2 to 3.

Action: on motion by C. Metropulos, seconded by C. Bauer, and not approved on a tie vote of 2/2, with C. Wright absent, to keep weight at 2.

Action: on motion by C. Bauer, seconded by C. Cook, and approved unanimously, by show of hands, with C. Wright absent, to amend the weight to 3, on Measure 6.

Restructure of Community Development Department (Housing and Advance Planning) to Performance Budgeting.

Assistant City Manager Rich explained that the Housing Services Service Area focuses on preserving and expanding residential opportunities, consistent with legal obligations and community character. He explained that the City was required to have a certified Housing Element but needs a way to develop opportunities for low and very low-income residents and using LMI funds for loans to residents.

HOUSING

Mission Statement: Preserve and expand residential opportunities consistent with State law, regional growth, special needs, and community character.

Assistant City Manager Rich outlined the Measures and Weights proposed.

1. X% of new residential units are for low-and very-low-income residents over a rolling three year average. Weight of 5.
2. The number of contacts for loan programs is at or above X. Weight of 3.
3. X% of funds appropriated for ownership and rehabilitation loans are expended annually. Weight of 3.
4. Annual Housing reports prepared and submitted according to established schedules. Weight of 2.
5. The budget/cost ratio is at least 1. Weight of 2.

Council discussion ensued. The agreed that that the Mission Statement, Measures and Weights were appropriate.

Action: on motion by C. Metropulos, seconded by C.Bauer, and approved unanimously, by show of hand, with C. Wright absent, to adopt Mission Statement, Measures and Weights for Housing.

MISSION, MEASURES AND WEIGHTS FOR ADVANCED PLANNING

Assistant City Manager Rich explained that this area was difficult to define and the staff developed centers around the General Plan and Zoning Ordinance because those are the primary long-term documents that lead to the community's satisfaction.

ADVANCE PLANNING

Mission Statement: Support the community's preferred future physical, social and economic environment.

Assistant City Manager Rich outlined the Measures and Weights proposed.

1. A satisfaction rating of X% by City Council/Planning Commission with quality of Advanced Planning work. Weight of 5.
2. A satisfaction rating of X% from participants in community involvement efforts related to Advanced Planning. Weight of 4.
3. X% of Advanced Planning amendments and reports are completed according to adopted timelines. Weight of 3.

4. The budget/cost ratio is at least 1. Weight of 2.

Council discussion ensued. The agreed that that the Mission Statement, Measures and Weights were appropriate.

Action: on motion by C. Bauer, seconded by C. Cook, and approved unanimously, by show of hand, with C. Wright absent, to adopt Mission Statement, Measures and Weights for Advanced Planning.

NEW BUSINESS -

Creation of City/Notre Dame de Namur University Advisory Board.

Assistant City Manager Rich explained that the City and University have always had a good working relationship but no formal mechanism for communicating and sharing ideas or resolving issues. He said that Council had endorsed the idea of forming an Advisory Committee and staff has been working with the University to develop the framework. The Mayor, and President of the University, provided input to help finalize these plans. Assistant City Manager Rich said this two-tier structure would consist of a 4-member high level Advisory Board, consisting of two members of the City and two from the University and a nine member working group, consisting of 3 NDNU representatives, 3 City representatives, and 3 community representatives. This would be the brainstorming group. He said staff was recommending that the Council approve this framework, but allow for flexibility to develop and alter the details as appropriate.

Mr. Eloe, Vice President, Development in University Relations, Notre Dame de Namur University, stated that the University was looking forward to the creation of this Board and was excited to develop this partnership that creates a University town that will be the envy of every city in the State of California.

Action: On motion by C. Bauer, seconded by C. Cook, and approved unanimously, by show of hands, with C. Wright absent to approve the creation of the framework for City/ NDNU Advisory Board.

Discussion and Direction to consider nominee for appointment to Legislative Committee to C/CAG.

Following Council discussion, C. Bauer volunteered to be nominated to serve on this committee from the City of Belmont.

PUBLIC COMMENTS AND ANNOUNCEMENTS (continued)

C.Cook submitted her written resignation to City Clerk Pro Tem Metropulos to avoid a Government Code 1090 violation.

City Attorney Savaree explained that the Government Code Section 1090 states that C. Cook could not remain on Council if the Council was going to be discussing any matters that would benefit her financially at a later time.

Ms. Cook left the Council Chambers at this time, being 8:50 P.M. following her resignation.

MATTERS OF COUNCIL INTEREST/CLARIFICATION

Consideration of evaluation of City Clerk's salary. (C. Warden)

C.Warden stated that he had put this item on the agenda before the election and wanted to hold this discussion before a new City Clerk was seated.

Following discussion, Council concurred to look at salary options, and staff was directed to bring this matter forward before the certification of the election.

Mayor Warden asked if an agenda item could be added at this time because of the resignation of Ms. Cook.

City Attorney Savaree explained that the Council needed to decide whether to appoint or call for a Special Election now that C. Cook has resigned. She noted that they would only have 30 days to make this decision.

City Attorney Savaree explained that the Council could add an item to the agenda at this time, if there were enough votes, because this issue had just developed.

Action: on motion by C.Warden, seconded by C.Bauer, and approved unanimously, by show of hands 3/0, with C. Wright absent, to add an emergency item to the agenda for discussion.

Discussion and direction regarding filling the seat vacated by Councilmember Cook.

City Attorney Savaree explained that the Council would have 30 days to decide how to fill the vacant Council seat.

Mayor Warden requested that staff convene a Special Meeting as soon as possible to discuss the City Clerk's salary and to explore options on how to fill the City Council vacancy.

ADJOURNMENT - 9:10 P.M. in memory of Mr. Gutierrez

George Metropulos

City Clerk Pro Tem

Meeting tape recorded and video taped

Tape No. 539